



Guiding New Hampshire's Growth and Development Through Sustainable Practices

Position Announcement

Administrator of Energy Programs

AGENCY OVERVIEW

The New Hampshire Office of Energy and Planning (OEP) is an executive level agency of 20 positions. Our mission is to support planning that enhances the State's economic growth while preserving its unique character and natural beauty and to advocate sound energy policies that encourage the use of cost effective energy efficiency and renewable energy.

OEP provides information, data, and guidance to assist decision makers on issues pertaining to development, land protection, energy use, and community planning. We guide the State's future growth through public policy development, education, research, and partnership building. OEP manages a vast array of planning and energy programs including Fuel Assistance, Weatherization (both low-income programs), State Energy Program, Floodplain Management, Municipal and Regional Planning Assistance, to name just a few.

JOB SUMMARY

The Administrator of Energy Programs position is a full time, non-classified employee who reports directly to the Director of OEP, who in turn advises the Office of the Governor on energy-related matters.

This position is a member of the agency's management team and oversees energy programs at OEP. The Administrator supervises several program managers and administrative support staff who collectively manage the State Energy Program, Low Income Weatherization, Better Buildings Program, and other related initiatives. As Administrator, the successful applicant will be responsible for overseeing successful relations with the federal Department of Energy and representing the agency to other departments including the Departments of Administrative Services, Environmental Services, Resources and Economic Development, and the Public Utilities Commission. Direct duties include personnel supervision, grant management, contract administration, budgeting, financial management, and coordination with other agencies, municipalities, the public, and the media on energy related issues.

RESPONSIBILITIES / ACCOUNTABILITIES

- Keeps Director apprised of emerging issues and opportunities both inside and outside of State Government relating to energy efficiency, renewable energy, reliability, and sustainability
- Helps set the direction and priorities of the agency regarding energy policy and legislation
- Contributes to the overall administration and management of the agency budget, staffing, revenues, and expenditures
- Represents the agency at relevant legislative hearings, Executive Council meetings, public presentations, PUC hearings, conferences, committees, and events
- Supervises staff engaged in day-to-day management of energy programs
- Keeps apprised of the electric and gas utility energy efficiency programs for residential, commercial, and industrial ratepayers, and represents the agency at relevant hearings and meetings
- As part of the management team, oversees the issuance of requests for proposals and contract administration related to energy programs

- Provides leadership to state agencies to ensure compliance with Executive Order calling for energy reductions in state operations

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of energy policy and programs in the State of New Hampshire
- Ability to represent the agency effectively in various private and public forums
- Demonstrated ability to manage staff and function as a team leader
- Proven background managing government programs
- Working knowledge of budget preparation and monitoring of financial and program activities
- Strong analytic and written, oral, interpersonal skills
- Ability to establish and maintain successful working relationships with state agency stakeholders
- Ability to work well both independently and as part of a team
- Ability to handle and effectively prioritize multiple tasks
- Ability to network effectively and to form strategic alliances with other individuals and organizations
- Strong computer skills, including familiarity with Microsoft Office software (Word, Excel, PowerPoint, Outlook)

QUALIFICATIONS

Bachelor's degree required, masters degree preferred. Commitment to and experience with energy efficiency and renewable energy policy and/or programs. Knowledge of State of New Hampshire operations preferred.

SALARY AND BENEFITS

This is a full-time, non-classified position, which serves at the pleasure of the Governor. Salary is based upon experience and qualifications, with a range of \$50,000-\$55,000, along with state employee benefits

TO APPLY

Open until filled. Submit a letter of interest, resume, and [NH State Employment Application](#) to:

Pamela Crook, Fiscal Department
NH Office of Energy and Planning
107 Pleasant Street
Johnson Hall
Concord, NH 03301

Or via electronic mail: pamela.crook@nh.gov